

31 August 1988

MEMORANDUM FOR: Deputy Director for Administration

25X1 FROM: [REDACTED]

Director of Training and Education

SUBJECT: Weekly Report

1. Registration for the Office of Training and Education's (OTE) Fall 1988 semester of the Agency's Off-Campus Program recently was completed successfully. Approximately 320 students will begin classes on 5 September--an increase of about 30 students over the Fall 1987 semester. [REDACTED]

25X1 3. OTE recently conducted a highly successful running of the Executive Seminar [REDACTED]
Former DDCI, John McMahan, and the DDCI both participated, the latter conducting a two and one-half hour discussion with seminar participants. For the first time, the seminar used a new case study on the DI reorganization prepared by OTE. [REDACTED]

25X1 4. OTE recently began to transfer ATS (Agency Training System) records, which include training histories since 1980, into the new TEAMS format (Training and Education Automated Management System). Once transferred, Agency employees' training histories will be on-line and available to OTE and all Agency Training Officers. The transfer will take several weeks to complete. [REDACTED]

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4. OTE recently conducted a highly successful running of the Executive Seminar [redacted]

[redacted] Former DDCI John McMahon and DDCI Bob Bates both participated, the latter conducting a two and one-half discussion with seminar participants. For the first time the seminar used a new case study on the DI reorganization prepared by OTE.

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5. OTE recently began to transfer ATS (Agency Training System) records, which include training histories since 1980, into the new TEAMS format (Training and Education Automated Management System). Once transferred, our employees' training histories will be on-line and available to OTE and all Agency training officers. The transfer will take several weeks to complete.

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30 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[redacted]
Chief, Intelligence Training Division

25X1 SUBJECT:

ITD Weekly Report [redacted]

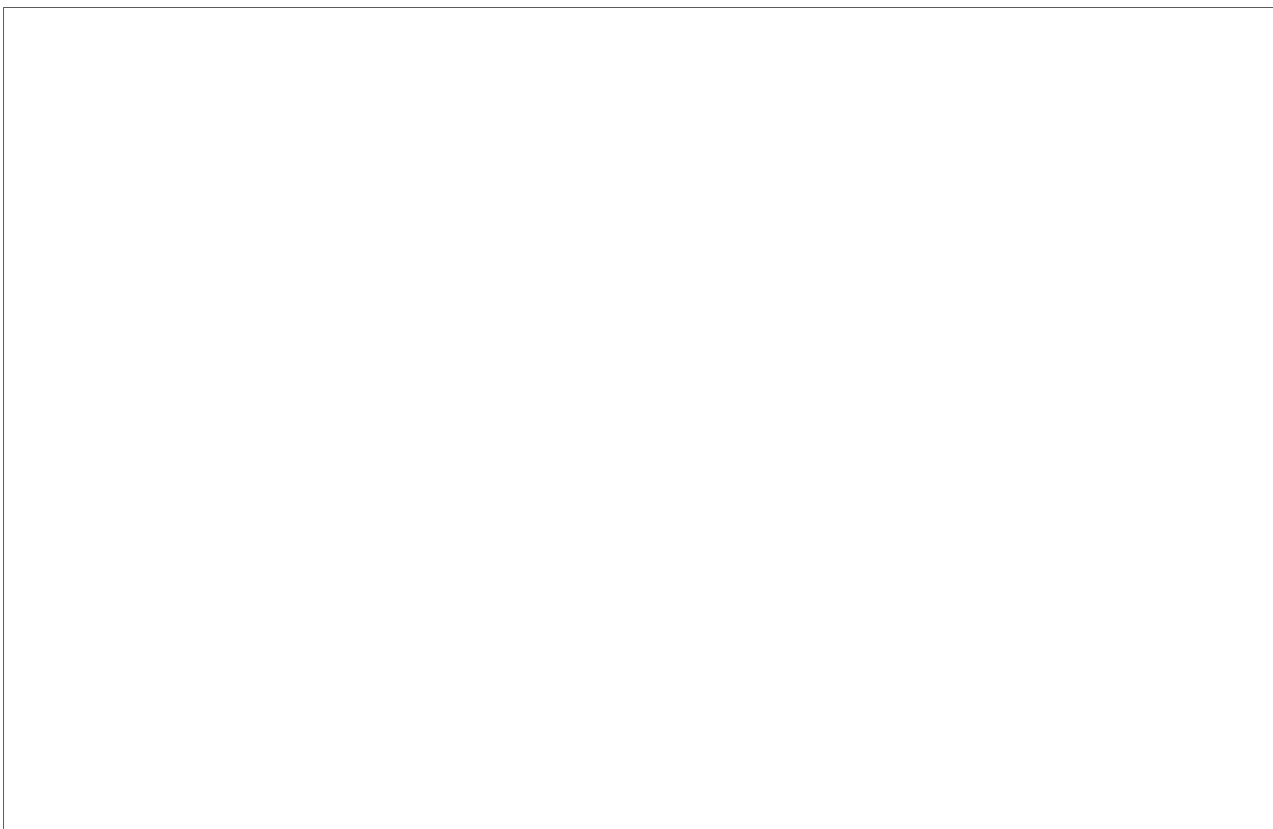
25X1 1. On 24 August, two NSA training officers-- [redacted] (chief of
25X1 E4, Intelligence Analysis) and [redacted]
25X1 Reporting Branch)--met with the chief of OTE's Analysis Training Branch
[redacted] to learn about CIA's analysis training courses. [redacted]
provided them a list of ATB's 20 courses, explained the general
objectives and content of each, and gave the visitors syllabuses of eight
courses in which they expressed particular interest. They said they
would like to enroll some NSA people in these courses. They were also
25X1 keenly interested in [redacted] proposal to convene an interagency
25X1 conference in December on analytic training methods, problems, and
25X1 technology. They invited [redacted] to visit NSA soon to pursue this
25X1 project. [redacted]

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25X1 SUBJECT: ITD Weekly Report

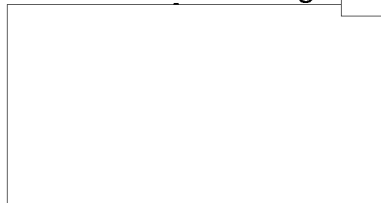
25X1



6. The pilot running of the Computer Integrated Manufacturing Course (CIM) successfully ended on 18 August. The 13 participants noted that the visits to General Motors Tech Center, MacDonnell Aircraft, GE light bulb plant, and IBM integrated circuit and typewriter production facilities demonstrated how the general principles of CIM are applied. On 7 September, the course director will meet with key participants from the course to review content and plan the next offering.

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*Busy week.
Thanks for a
the hard work!*

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Administration Division Weekly
22-26 August 1988

Conferencing

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Requirements for MG Conference for approximately 80 attendees for
11-13 September [redacted]

25X1

[redacted]

25X1

Commercial reservations have been made for POCM and Outward Bound in
September [redacted]

Space

25X1

AC/AD and C/Registry attended meeting with OIT/IMS representatives re
preliminary planning for an Information Service Center (ISC) [redacted] OIT
was unaware that OTE will probably be in a dedicated building.

AC/AD prepared response to C/Management Staff/DDA re OTE's space plan and
personnel data in the Washington metropolitan area as of 30 September 1988.

Miscellaneous

25X1

DC/AD served as acting C/AD 22-26 August.

[redacted]

attended the Employee Development Course 23-26 August.

Budget and Finance

C/B&F attended a budget review for DDC on 22 August.

Security

On 25 August, Arlington County Fire Officials visited CofC to inspect the
building; everything was fine.

Contacted OGC re Dave, CofC snackbar operator, selling Va. lottery tickets
at the snackbar. OGC indicated that they could foresee no problem. Asked for
their approval in writing; this should be forthcoming.

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Personnel

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On 26 August, C/PB held bi-weekly with Acting D/OTE on the following topics: DC/CMO; space requirements due the DA Management Staff, and SIS position review and requests for upgrades to SIS.

DC/PB briefed Andy G. and Wilma, TSD, of T&A requirements while Andy is in TSD.

25X1

DC/PB, with Kendra and Darlene's assistance, sent out questionnaire on employee tandem couples to Division Chiefs for distribution.

Liz issued an OTE-wide vacancy notice for a GS-13 position in the Career Training Division and an Agency-wide vacancy notice for a GS-09 Admin Assistant position at the airport. So far, there have been no applicants for the GS-13 position and two for the GS-09 position.

Liz is compiling a list of all critical recruitment requirements for each Division.

Logistics

The loading dock will be closed from 29 August-2 September for resurfacing. Concrete work (sidewalks, loading dock) currently in process should be completed by 2 Sept.

C/Logs contacted Dominion Management re the continual water leaks in the garage near the guard shack coming from the upper deck. Dominion Management is in the process of working with the Holiday Inn and private contractors to resolve the problem.

Installation of the Fitness Room showers to begin 9 Sept. Job should take 3-4 days. Work will be during the evening of the first day and the remainder during the day until the job is completed.

Contract for the renovation of the Ground Floor is in the process of being signed by OL and is to be delivered to Dominion Management on 26 August.

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26 August 1988

MEMORANDUM FOR: Deputy Director of Training and Education for Curriculum

FROM: [REDACTED]

Deputy Director of Training and Education for Curriculum

SUBJECT: DDC Area Events (22 August - 2 September)

Where We Have Been

1. Our participants [REDACTED] conference on interactive videodisc in training conclude it is not in the same league as the CBT Conference and Expo sponsored by [REDACTED] report that the conference sessions were very uneven in quality. The exhibit hall was perhaps 1/3 the size of the one last May at the CBT Expo. We did, however, make several potentially useful contacts:

-- The Center for Corporate Health Promotion (Travelers Insurance) has produced an attractive videodisc on health maintenance. We're getting a demo copy and inviting OMS over to see it.

-- Interactive Instructional Systems, the British firm that did the telephone techniques disc that you saw, has established a US office. We will be able to save considerable time by dealing directly with them.

-- We are tracking the next generation of videodisc, which will be digital rather than analog. The RCA (now GE) entry in the field, Digital Video Interactive (DVI), was on display and was very impressive. It will be a year or so before they have development tools ready for the public.

2. [REDACTED] and C/CBTG spent time at Applied Learning looking at the Telephone Techniques videodisc. The objectives of the visit were to introduce the new C/SACTD and C/PEDS to interactive video and to give Betty in-depth knowledge of this particular program so she can provide guidance to the self-study development effort in Secretarial Branch.

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3. The only budget review completed this week was the DDC area. We will still finish up about 1 September. Some patterns are emerging. It will take some time this year to decide on where we take cuts.

4. The Television Production Section completed the final editing of the "DA Orientation" videotape and has had OIR make copies and enter the tape into the FLICS media database. The "Domestic Travel" audiotape has been recorded and will be edited next week.

Where We Are Going

25X1 5. Installation of the recently received COMPAQ desktop publishing system will be completed next week. Thereafter, there will be one week's training for the Visual Aids people. Visual Aids completed vugraphs, programs and invitations for the recent CT graduation and a plaque for [redacted] retirement.

25X1 6. The Television Production Section will be editing the video commercial for the Overseas Orientation program [redacted] next week. The "Domestic Travel" audiotape has been recorded and will be edited next week.

7. The Audio Visual Section will install the new character generator for the OTE course monitor system in TSD early next week. This will consolidate the creation of the weekly hardcopy course list and the list that appears on the TV monitors in one place.

8. There will be an ST0 meeting on 2 September (1030 hours).



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S E C R E T

29 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM:

[Redacted]

Chief, Language Training Division

SUBJECT: Language Training Division Weekly Report

25X1

[Redacted]

3. Under the auspices of the Interagency Language Roundtable, LTD gave FSI a copy of the EXITO videodisk material for use in their Security Officer Program in Tucson, Arizona.

4. Thirty-two reading proficiency tests and 28 oral proficiency tests were administered during the past week.

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[Redacted]

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30 August 1988

MEMORANDUM FOR: Director of Training and Education


STAT FROM: [redacted]
Chief, Training Support Division

SUBJECT: Weekly Report

- ✓ 1. Twelve Agency employees were nominated to attend the 21-22 September running of the SR 71-U2 Senior Staff Orientation Course sponsored by the Air Force at Beale Air Force Base, California. This is an exceptionally high enrollment for this Agency because we normally get only four to six spaces. Offices represented: NPIC-4; OIA-2; CRES-3; OGI-1; ACIS-1; and IC Staff-1.
- ✓ 2. Registration for the Fall 1988 semester of the Agency's Off-Campus Program went very smoothly on 24 August 1988. We are happy to announce that approximately 320 students are enrolled to begin classes starting the week of 5 September. This is an increase over the 290 students who were enrolled Fall 1987. Good publicity is key!
- STAT 3. Starting last week, the backlog of Secretarial course completions is being entered by SACTD into TEAMS using a process called COMPROS, a specially designed input screen. TSD has provided SACTD training on using the screen. On 26 August, TSD [redacted] assisted the Secretarial Training Branch (STB/SACTD) training assistants with additional COMPROS tutorials. Batching remains a problem, it works for some users and not for others. TSD [redacted] is currently working the batch access issue with SAB/OIT. Internal Training will continue to work closely with SACTD to get the TEAMS history current by adding all secretarial training into it.
- STAT 4. On 30 August, TSD [redacted] sent the first of some 500-600 automatically generated memos to students who applied for OTE training in FY 1988 but were not assigned a class, mostly because the spaces were filled up. This is the first time OTE has systematically notified students that they were not accepted into a course. We have given the rejected students instructions on how to ensure they get into an FY 1989 running, if appropriate.

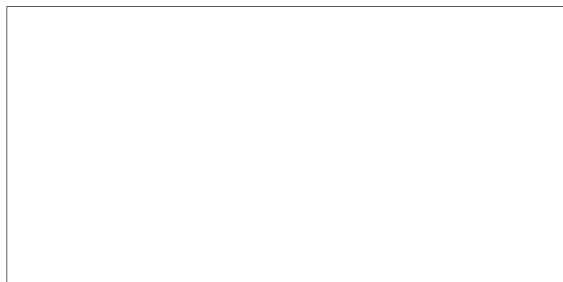
SUBJECT: Weekly Report

5. TSD's Internal Training Branch received several requests from FBIS, NPIC and OSO for additional copies of the OTE Schedule of Courses. At present, over 150 additional copies have been sent to DS&T. The DS&T still wants to get hardcopy schedules until they get enough terminal access to VM to make the online catalog useful to all their employees.

<u>COMPONENT</u>	<u>DISTRIBUTION</u>	<u>ADDITIONAL COPIES</u>
STAT NPIC		100
OSO		35
FBIS		15

6. A surge of OTE course registrations has begun, due to the release of the OTE Schedule and the upcoming FY-89 offerings. Over the last week, OTE has registered 467 students using TEAMS. At this stage, almost all students are getting their first choice of course dates.

7. Starting last week, we began to transfer ATS (the old Agency Training System history of courses taken by our employees from 1980 until the start of TEAMS four months ago) into TEAMS. Because of the large size of the database, several hundred thousand records, this process will take several weeks to complete. Once transferred, our employees entire training histories will be online and available to OTE and all training officers in the Agency.



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30 August 1988

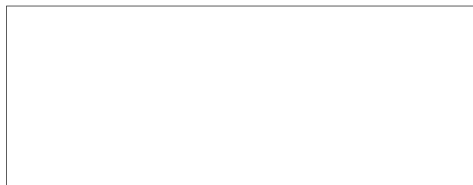
MEMORANDUM FOR: Director of Training and Education

STAT FROM:
Chief, Secretarial, Administrative, and
Communications Training Division

SUBJECT: Weekly Report

STAT 1. On 26 August at the CofC, the Communication Training Branch sponsored a brown-bag luncheon session for OTEers titled "Presence on the Platform." The session was led by and was well received by the 13 people who attended. Both gentlemen are undergoing security clearance for subsequent contracting. (U)

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31 August 1988

MEMORANDUM FOR: Director of Training and Education

25X1 FROM: [redacted]
Chief, Leadership Development Division
Office of Training and Education

25X1 SUBJECT: LDD Weekly Report [redacted]

Outstanding Executive Seminar

25X1 ✓ An outstanding run of the Executive Seminar took place [redacted]
25X1 [redacted] under the direction of [redacted] This was one of the best
seminar runs ever, with numerous highly positive reactions and
evaluations from students. The SISers clearly came away with keen
insight into the leadership challenges facing the Agency. Most also
voted the assessment process as highly valuable.

✓ One highlight of the program was the presence of former DDCI John
McMahon, who is clearly revered by most of the students. Another was
utilization of the new case study on the DI reorganization; it was
25X1 ✓ prepared by [redacted] of EDS.

✓ The program climaxed on 29 August with a two and one-half hour
discussion with the group by DDCI Bob Gates. A detailed evaluation of
the seminar with further recommendations for improvements will be
forwarded.

Positive Power and Influence T-O-T

25X1 [redacted] attended the Positive Power and
Influence Train-the-Trainer Workshop presented by Situation Management
System in Hanover, Massachusetts. This training is part of a
certification process to enable OTE instructors to teach the PPI course.
The workshop explored and analyzed aspects of influence styles and
behaviors for intent, content, and impact. Its primary focus was on
effective presentation of the PPI program. Peter and Elaine will join

25X1 [redacted] in CTD in the intensive certification process. Training
in-house instructors in PPI will enable us to substantially reduce the
cost of conducting it. Elaine and Peter rated this intensive and
rigorous workshop "outstanding"; it also serves as a developmental
program for our best, most talented instructors.

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25X1 SUBJECT: LDD Weekly Report []

Other Activities

25X1 Electives for Managers Program ran Effective Management of Groups on 22-23 August. Sixteen students attended, with 8 cancellations. Robert [] the instructor, received his usual high marks for this course. He has been teaching for the CIA for some years and has a good working knowledge of the culture and make-up of the Agency. This and his good teaching techniques are reflected in the critiques. The overall course average was 4.5 while Bob received 4.7 for instructor effectiveness.

25X1 Leading People in CIA enjoyed a successful run last week, receiving an overall rating from the students of 4.7 on a 1-5 scale. The 20 students represented all four Directorates, although the DA [] predominated. The training staff comprised [] of OTS, our manager 25X1 in residence, added his usual touch of humor and savvy. [] a 25X1 potential contract instructor, audited the course. We will probably try Ray out as an instructor some time this fall.

25X1 On 23-26 August, [] attended the 10th Annual Conference on Interactive Videodisc Technology in Education and Training. Interactive videodisc (IVD) is a rapidly emerging technology which will have a considerable impact in the field of training. Essentially, the process involves elements of computer based training combined with high quality video production in a format which allows the trainee to "interact" with the program at various points. IVD can be an efficient and cost effective form of training. However, each program must be evaluated in terms of its effectiveness with each particular audience. IVD is particularly applicable to technical training and "process" skills training such as "how to manage". As an example, IBM has recently begun to integrate IVD into its management training program in Armonk and has prepared an excellent IVD workshop on "managing change". MTB is exploring this new technology and is working with CBT to acquire an excellent off-the-staff program on situational leadership.

25X1 On 22-26 August, [] successfully completed the Otto Kroeger MBTI Qualifying Workshop. The curriculum includes temperament theory, psychometrics, scoring the instrument and experiential exercises. Both participants believe the workshop gave them a solid footing in the use of this instrument, which is utilized in POCM as well as in many component organizational development workshops.

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